



**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JUNE 20, 2024**

Following the 6:00 p.m. Public Budget Hearing, the Board of Southwest Wisconsin Technical College met in an open session of a regular meeting commencing at 6:15 p.m. on June 20, 2024, in Room 430, on the District Campus, located at 1800 Bronson Boulevard, in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, David Blume, Kent Enright, Tracy Fillback, Chris Prange, and Donald Tuescher. Absent: Jeanne Jordie, Steve Williamson, and Jane Wonderling

Others present for all, or a portion, of the meeting included:

Southwest Tech Acting President and Chief Student Services Officer Holly Clendenen and College Staff: Sara Bahl, Margaret Chubb, Katie Glass, Mandy Henkel, Dan Imhoff, Riley Klein, Cynde Larsen, Lori Needham, Krista Weber, Caleb White, and Kris Wubben

Chairperson Bolstad called the meeting to order. Proof of notice was given regarding the time, place, and purpose. The following is the official agenda:



BOARD MEETING NOTICE/AGENDA

Thursday, June 20, 2024

6:00 p.m. – Budget Hearing

Regular Board Meeting - Immediately Following Budget Hearing

Southwest Tech Campus
1800 Bronson Boulevard, Fennimore, WI 53809
Conference Room 430

Student Success Plan Activity will be held in Room 430, Room 440, & Cafeteria

AGENDA

OPEN MEETING

The following statement will be read: “The June 20, 2024, Southwest Wisconsin Technical College Board regular meeting is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College’s website at www.swtc.edu/about/board/meetings, posted on campus, at

CESA 3, and the Fennimore City Office in an attempt to make the general public aware of the time, place and agenda of the meeting.”

- A. Roll Call
- B. Reports/Forums/Public Input

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to a closed session for the purpose of
 - 1. Discussing the President’s contract per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 2. Discussing personnel issues per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes from March 28, 2024.

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items

STUDENT SUCCESS AGENDA

- A. *Student Success Plan Activity – Budget Planning
Board members will break into small groups for a short scenario activity where they act as students and engage with Financial Aid staff members – Sara Bahl, Margaret Chubb, and Riley Klein - to complete the budget planning portion of a Student Success Plan.
- B. Feedback and Discussion of Opportunities
The Board members will return to Room 430 for a short debrief on the activity.

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the May 23, 2024, Regular Board Meeting
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of 2024-25 Budget
- B. Approval of Darlington Outreach Site Lease
- C. Approval of Digital Automated Forms RFP

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Bridging District Workforce Data to SWTC Programming
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2024-25 Year-Over-Year FTE Comparison
 - 2. Student Success Scoreboard
- B. Chairperson's Report
- C. Acting College President's Report
 - 1. Update Regarding the Legal Services RFP
 - 2. Building a Scaled Culture of Continuous Improvement in Teaching & Learning at SWTC
 - 3. Aspen 2025 Community College Excellence Prize
 - 4. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 - 1. Professional Development – Aspen Institute (Remote)
 - 2. Oath of Office
 - 3. Election of 2024-25 Board Officers
 - 4. Approval of 2024-25 Signatory Policy
 - 5. Designation of 2024-25 College Legal Counsel
 - 6. Approval of 3-Year Facilities Plan
 - 7. Approval of 10-Year Facilities and Financing Plan
- B. Time and Place
 - 1. Monday, July 8, 2024, Southwest Tech's Room 430, 1800 Bronson Blvd., Fennimore, WI 53809
 - 2. 5:00 – 7:00 p.m.: Professional Development (Virtually led by Aspen Institute), followed by the Annual Meeting.

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu.}

The Board engaged in an interactive activity, followed by a short debrief, focusing on the Budget Planning portion of a Student Success Plan. The activity was led by Financial Aid staff members Sara Bahl, Margaret Chubb, and Riley Klein.

Mr. Tuescher moved, seconded by Mr. Prange, to adjourn to a closed session to discuss the President's contract per Wisconsin Statutes 19.85(1)(c) and personnel issues per Wis. Stats. 19.85(1)(c). Upon roll call vote, all present members voted affirmatively: Mr.

Blume, Mr. Bolstad, Mr. Enright, Ms. Fillback, Mr. Prange, and Mr. Tuescher. The motion carried, and the meeting adjourned to a closed session at 6:16 p.m. The Board reconvened to an open session at 7:02 p.m.

Upon returning to open session, the Board acted on the closed session item regarding the President's contract. Mr. Enright moved, seconded by Mr. Tuescher, to offer President Jason S. Wood a 2% raise for the 2024-25 fiscal year, a one-year \$20,000 bonus to be paid in July 2024, and a contract extension through June 30, 2027. Upon roll call vote, all present members voted affirmatively: Mr. Blume, Mr. Enright, Ms. Fillback, Mr. Prange, Mr. Tuescher, and Mr. Bolstad.

After a review of the Consent Agenda, including the June 20, 2024, agenda; May 20, 2024, Board meeting minutes; financial reports; forty contracts totaling \$182,968.08 in May 2024; the employment recommendations of Anna Dickman, Communication Instructor, and Elizabeth Moellers, Math Instructor; and the retirement of Mary Johannesen, Career Prep & Enrollment Coordinator, Mr. Tuescher moved, seconded by Ms. Fillback, to approve the Consent Agenda, as presented. The motion was unanimously adopted.

Caleb White, Vice President for Administrative Services, presented the 2024-25 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY2025 budget was built on a slight increase (4.2 % estimated) in revenue levels compared to 2023-24, estimated enrollments of 1,355 FTEs, and estimated expenditures of \$27,661,650. The estimated projected tax effect on \$100,000 of property value is \$91.47. Mr. Tuescher moved, seconded by Mr. Prange, to approve the 2024-25 Budget as presented. Upon roll call vote, all present members voted affirmatively: Mr. Tuescher, Mr. Prange, Ms. Fillback, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion was unanimously adopted.

The 2024-25 lease agreement for the Darlington Outreach site was reviewed. Mr. Tuescher moved, seconded by Mr. Enright, to approve the lease agreement with the City of Darlington to lease 840 square feet of office and educational space located at 627 Main Street, Darlington, WI, for \$1220 annually from July 1, 2024, through June 30, 2025. The motion was unanimously adopted.

The request for proposals (RFP) for a digital automated forms platform was reviewed by the Board. In summary, the public opening was held on Tuesday, May 28, 2024, with three vendors responding, two of which submitted all required information. Mr. Enright moved, seconded by Ms. Fillback, to award the RFP for Digital Automated Forms to Droplet of Lehi, Utah, in the amount of \$33,499.00, for a three-year term beginning July 1, 2024. The motion was unanimously adopted.

Extending the programming data discussion from the May 23, 2024, meeting, Cynde Larsen, Chief Academic Officer, Mandy Henkel, Director of College Effectiveness/Accreditation, and Kris Wubben, Executive Dean, shared a real-time case study to highlight data use for a possible Advanced Manufacturing degree.

Krista Weber, Chief Human Resources Director, summarized open positions under the College Staffing report. Current open positions include a Nursing Instructor, Cosmetology Instructor, IT Support Specialist, Advisor, and Student Engagement Coordinator/Athletic Director.

Katie Glass, Chief Communications Officer, presented the 2024-25 Comparison Year-Over-Year FTE Report indicating that the report shows a -1.4% decrease compared to last year.

Ms. Glass and Holly Clendenen, Acting President and Chief Student Services Officer, presented an update on the advancement made on Student Success Plans. As of June 12, 2024, 724 student plans are in progress. 403 plans have been completed. 445 Career Assessments are fulfilled; 488 students have a completed Financial Budget Plan; and 956 students have a completed Academic Map with a Support Service Plan. It was also noted that 372 students have completed plans before classes start.

Under the Chairperson's Report:

- Board member, David Blume, will be giving the graduation speech at Prairie du Chien Correction Facility's graduation ceremony on Friday, June 21, 2024.
- The fall District Boards Association (DBA) meeting will be at Fox Valley in November. There may be a date change. More information will be reported as it is known.

Under the Acting President's Report and College Happenings:

- An RFP opening for legal services was held earlier in the month without any proposals received.
- Board members reflected and shared responses on the guided questions "What are your thoughts on the sustainability and effectiveness of Team Action Plans for maintaining and further enhancing teaching quality and student success at the college? Are there other ways we could utilize Team Action Plans for continuous improvement?"
- SWTC was again named as a finalist for the Aspen Institute's 2025 Aspen Prize for Community College Excellence. Awarded every two years, the Aspen Prize honors colleges with outstanding performance in six critical areas: teaching and learning, certificate and degree completion, transfer and bachelor's attainment, workforce success, broad access to the college and its offerings, and equitable outcomes for

students of color and students from low-income backgrounds. The winner will be announced in the spring of 2025. Aspen will be on site for an evaluation visit on October 30-31, 2024.

- The Aspen: Unlocking Opportunities team has been working on the review of quantitative goals versus actual.
- The executive team has scheduled retreat days focused on strategic directions.
- Dedication to the improvement of Project RISE is still a focus. There are still challenges. A comprehensive update will be brought to the Board at the August meeting.
- The closing for the land purchase is scheduled for July 31, 2024.
- Plans are underway to break ground on the new student housing unit next week.

There were not any Other Informational Items discussed.

Without further business to discuss Mr. Tuescher moved to adjourn, with Mr. Blume seconding the motion. The motion carried, and the meeting adjourned at 8:31 p.m.

Kent Enright, Secretary